



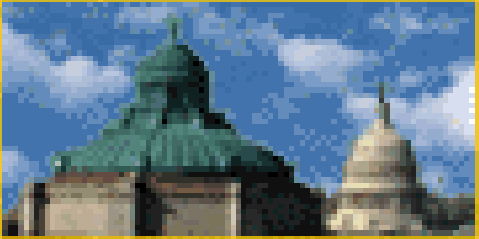
MILITARY LIBRARIANS WORKSHOP 2003

LIBRARY OF CONGRESS EMERGENCY PREPAREDNESS



Kenneth E. Lopez
Director, Office of Security
and Emergency Preparedness

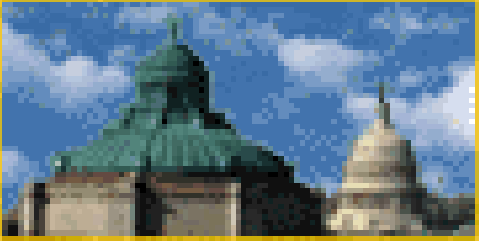
December 10, 2003



Overview



- **Background**
- **Emergency Management Program**
- **Emergency Preparedness for the Collections**



LIBRARY OF CONGRESS

U.S. Capitol Campus



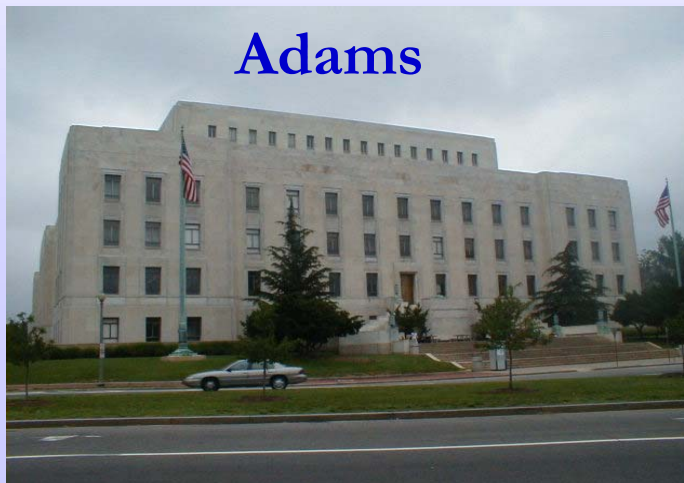
Madison

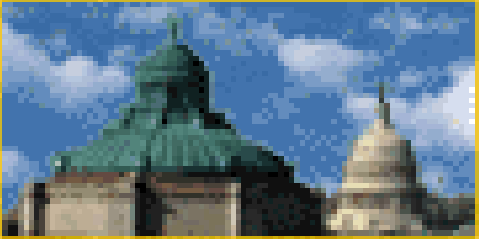


Jefferson



Adams

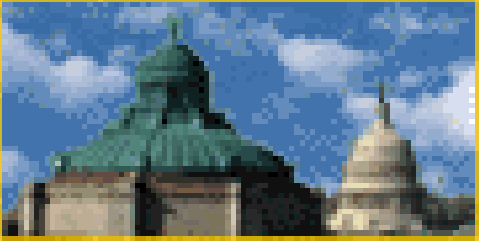




Mission



The Library's *mission* is to make its resources available and useful to the Congress and the American people and to sustain and preserve a universal collection of knowledge and creativity for future generations.



Facts and Figures



- Nation's oldest Federal cultural institution
- Research arm of Congress
- World's largest library
 - Over 126 million items in more than 460 languages
 - Includes:
 - 29 million books and other print material
 - 56 million manuscripts
 - 12 million photographs
 - 4.9 million maps
 - 2.6 million audio recordings
 - 5 million pieces of music
 - 900 thousand motion pictures
 - Serves 1 million readers and visitors annually



Collections Security Plan



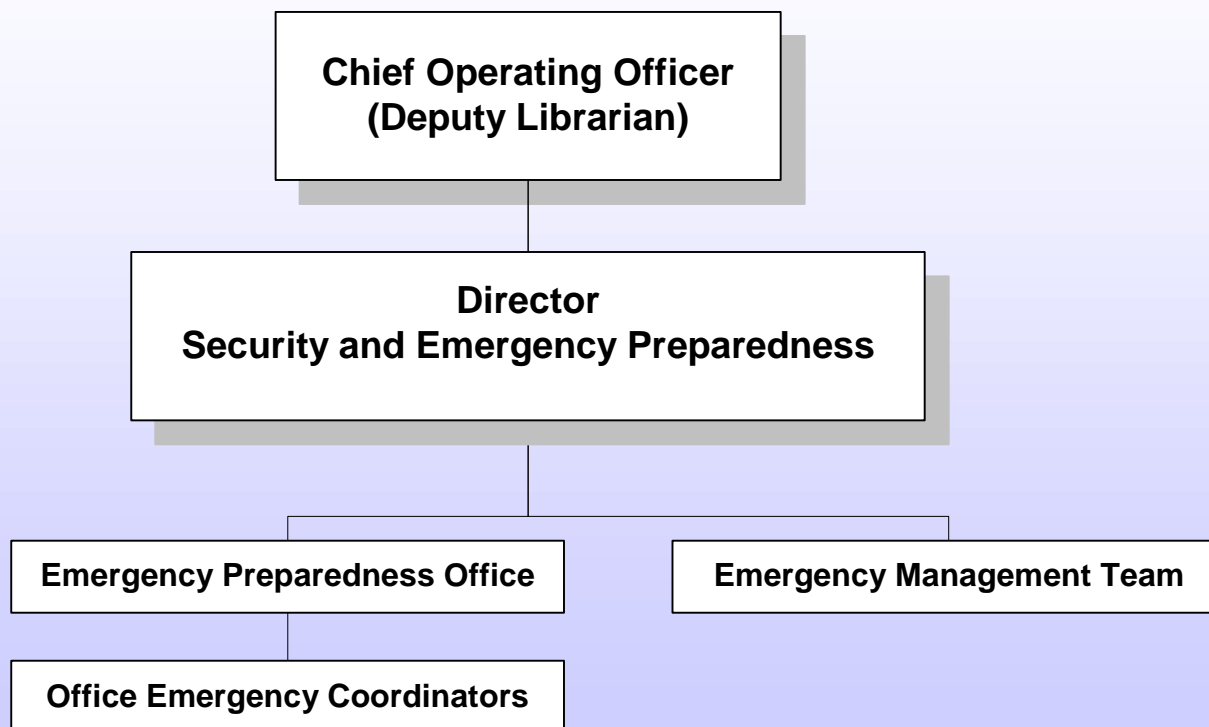
- Background
- Plan approved by the Congress in 1998
- Creates framework of minimum standards to protect the collections
- Categorizes collections into hierarchy of five risk levels
- Collaboration with other cultural institutions
- Plan also addresses protection of staff, visitors, facilities and other assets

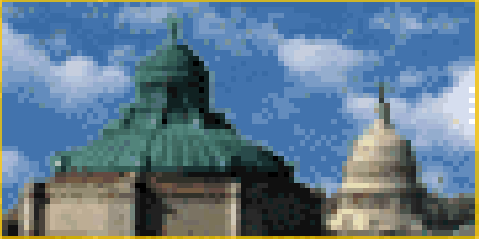


Emergency Management Program



ORGANIZATIONAL STRUCTURE





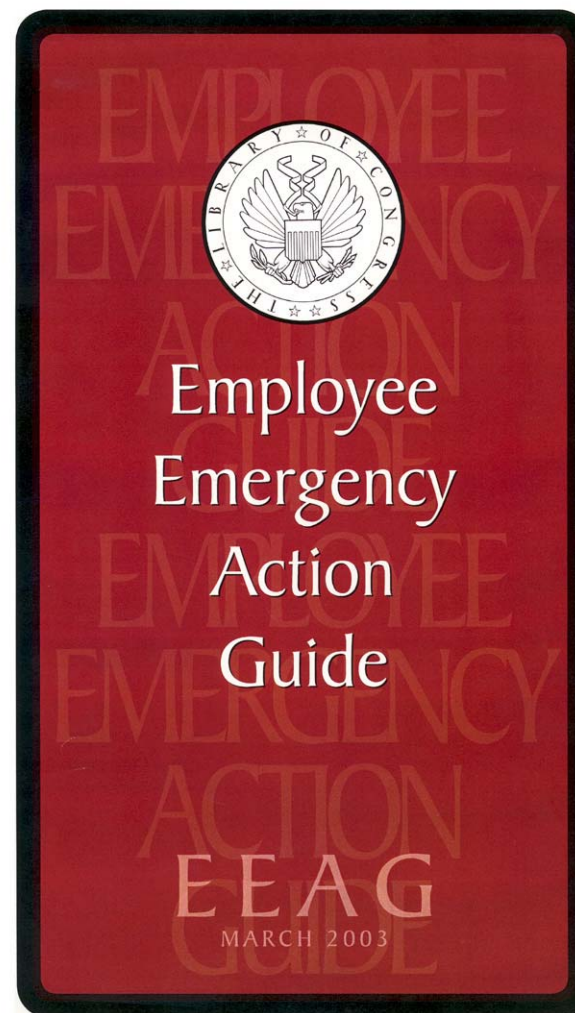
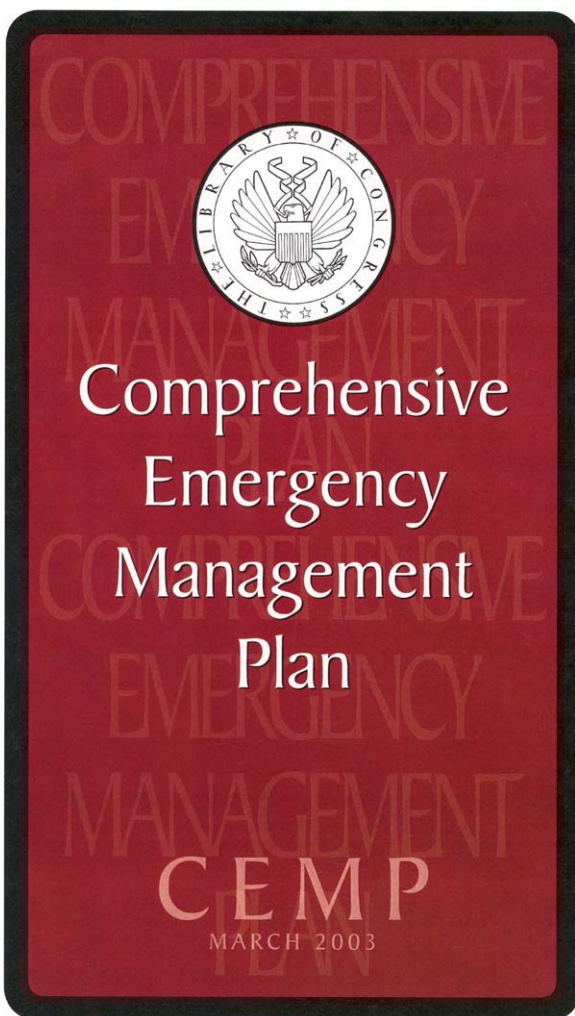
Guidelines

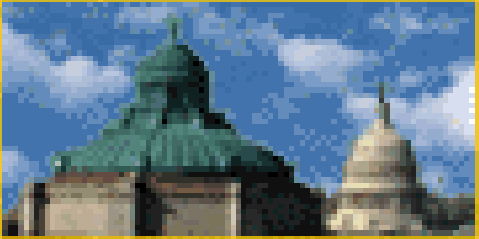


- Comprehensive Emergency Management Plan
- Employee Emergency Action Guide
- Unit Emergency Action Plans



Guidelines

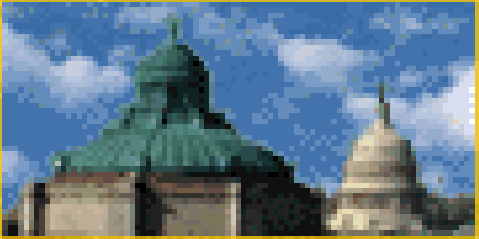




Library-wide Preparation

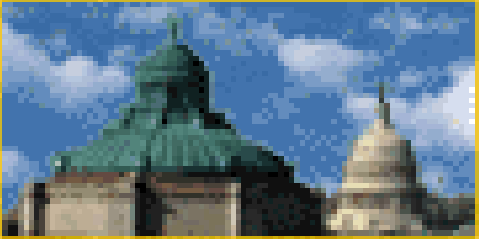


- Training
 - New employee orientation
 - Basic evacuation training
 - Specialty training (*escape hoods, hazardous material, disabled*)
- Exercises
 - Building evacuation
 - Shelter-in-Place
 - Command Post tabletop
- Equipment and material



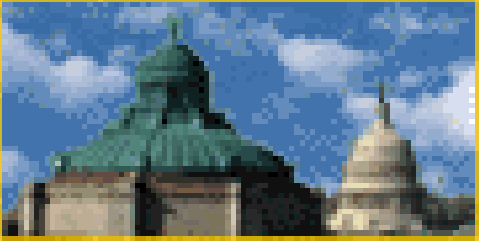
Emergency Management Center





Police Communications Center





Emergency Preparedness for the Collections



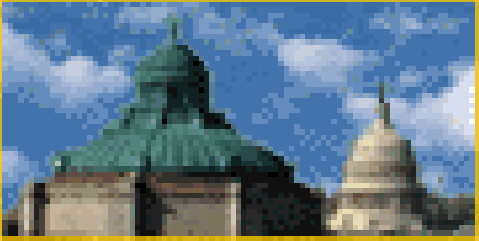
- Preparedness (*readiness planning*)
- Response (*detection planning*)
- Recovery (*recovery planning*)



Readiness Planning



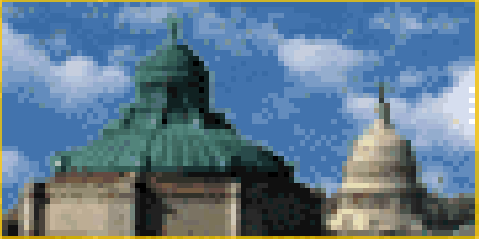
- Site plans and needs assessment
- Training
 - Level 2 - *recovery and handling of damaged materials*
 - Level 1 – *use of React Paks, emergency awareness, and emergency discovery response; training of emergency personnel, e.g., firefighters and police/ security force*



Detection Planning



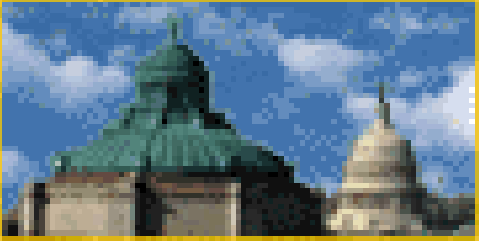
- Detection systems
 - Level 2 – *strategically placed sensors*
 - Level 1 – *generally placed sensors*
- Detection systems maintenance
- Fire suppression systems
 - Level 2 – *non-damaging systems*
 - Level 1 – *water systems*
- Notification systems
- Development of new technologies in fire suppression and detection



Recovery Planning



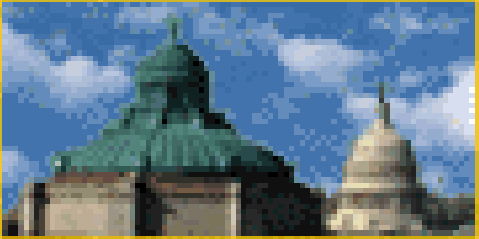
- Communications systems
- Recovery services pre-contract preparation
- In-house recovery
- In-house supplies and equipment
- Development of recovery protocols
- Reserve funds



Contingency Plans



- Grab-and-Go list
- Off-site hardened facility for collections
- Business continuity planning



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